

IMACS USER ID REQUEST

INSTRUCTIONS: One Form Per User, Type or Print

1. Date: __/__/__

PURPOSE: 2. Check one of the following:

☐ Add New User

☐ Update User

☐ Delete User

USER DETAILS:

3. Last Name: _____

4. First Name: _____

5. Middle Name: _____

6. Work Address:

7. City/Installation: _____ State: _____ ZIP: _____

8. COMM Phone: (____) _____ - _____ Ext _____

9. COMM FAX: (____) _____ - _____

10. DSN Phone: _____ - _____ Ext _____

11. DSN FAX: _____ - _____

12. E-mail Address: _____

ORGANIZATION DETAILS:

13. Service: Circle one of the following: Army Air Force Navy Marines Other: _____

14. Major Organization (See Instruction): _____

15. DODAAC: _____

16. FUNCTIONAL ROLE: Check one of the following:

☐ DBA

☐ Audit

☐ MISMO

☐ MISO

☐ MICO

☐ Budget/Accounting*

☐ View DMISA(read only)*

☐ DMISA Program Manager*

☐ Production Manager Level One*

☐ Production Manager Level Two*

☐ Production Manager Level Three*

☐ Shipping Clerk

☐ Engineer*

* Enter DMISA number under DMISA ACCESS.

DMISA ACCESS:

17. List the DMISAs to which the user requires access and circle the appropriate role:

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

_____ Principal Agent Co-Principal Other: _____

Attach additional sheets if necessary

18. APPROVED BY:

1st Level Supervisor(Signature/Date): _____

Functional Technical OPR(Signature/Date): _____

19. FOLLOWING ENTRIES MADE BY DATA BASE ADMINISTRATOR:

INFO_SYSTEM_USER

ISU_PASSWORD

PERSON

PERSON_AGREE_ASSOC

ORGANIZATION

FUNCTIONAL_ROLE

FEDERAL_AGENCY

FUNCTIONAL_AREA

NEGOTIATOR_ROLE

DOD_ACTIVITY_ADDR

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.

TYPE OF REQUEST



INITIAL



MODIFICATION



DELETION

DATE

PART I (To be completed by User)

1. NAME (LAST, First, MI)

2. SOCIAL SECURITY NUMBER

3. ORGANIZATION

4. OFFICE SYMBOL/DEPARTMENT

5. ACCOUNT CODE

6. JOB TITLE/FUNCTION

7. GRADE/RANK

8. PHONE (D.S.N)

STATEMENT OF ACCOUNTABILITY

I understand my obligation to protect my password. I assume the responsibility for data and system I am granted access to. I will not exceed my authorized access.

USER SIGNATURE

DATE

PART II (To be completed by User's Security Manager)

9. CLEARANCE LEVEL

10. TYPE OF INVESTIGATION

11. DATE OF INVESTIGATION

12. VERIFIED BY (Signature)

13. PHONE NUMBER

14. DATE

PART III (To be completed by User's Supervisor)

15. ACCESS REQUIRED (Location) - i.e. DMC or DMC's

DMC OGDEN

16. ACCESS TO CLASSIFIED REQUIRED?



NO



YES

17. TYPE OF USER



FUNCTIONAL



SYSTEM

SECURITY ADMINISTRATOR

APPLICATION DEVELOPER

OTHER (Specify)

18. JUSTIFICATION FOR ACCESS

Access required to perform duties. IMACS

VERIFICATION OF NEED TO KNOW

I certify that this user requires access as requested in the performance of his/her job function.

19. SIGNATURE OF SUPERVISOR

20. ORG./DEPT.

21. PHONE NUMBER

22. DATE

23. SIGNATURE OF FUNCTIONAL DATA OWNER/OPR

24. ORG./DEPT.

25. PHONE NUMBER

26. DATE

PART IV (To be completed by AIS Security Staff adding user)

27. USERID (Mainframe)

28. USERID (Mid-Tier)

29. USERID (Network)

30. SIGNATURE

31. PHONE NUMBER

32. DATE